

Foreign Students' Registration Portal

- user guide -

Sign up

Applicants can register an account by accessing <http://registration.umfiasi.ro/signup>. You will need to provide a valid email address where you will receive the password for your account.

Authentication

After completing the "Sign up" step applicants can sign in at <http://registration.umfiasi.ro/> using the "username" and "password" received by email.

User Page

Under "User page" (http://registration.umfiasi.ro/user_page) you have access to your "Active" applications and "Pending" application.

Application submission

You can submit a new application by clicking "NEW APPLICATION" in your "User page". The application submission process is composed of six steps:

- Step 1 - Personal information: you will need to provide written information
- Step 2 - Educational background: you will need to provide written information & upload scanned documents regarding your educational background;
- Step 3 - Enrolment information: you will need to select a Faculty/Domain/Specialization from the ones listed on the portal
- Step 4 - Documents: you will have to upload several scanned documents (listed in the Methodology)
- Step 5 - Letter of Intent: you will have to write a letter of intent (maximum 2500 characters)
- Step 6 - Application review: you will be asked to review your application and agree to submit it

After completing any of these steps your application is saved in a "pending" state so it can be resumed at a later time. This is done by clicking "Resume" in your "User Page" under "Pending applications".

Only after you have completed the "Application review" step your application is considered submitted and will appear listed in your "User Page" under "Active applications".

NOTE!: After completing the submission process for all your "pending" applications, you may begin the submission process for another application.

NOTE!: You may submit a maximum of 3 applications.

Updates

During the submission process, you may need to update an application:

- if you have been requested to do so by one of the evaluators
- if you would like to change any of the information provided at the previous steps

Any intermediary step in your application can be accessed by navigating back using the “Back” button located at the bottom of the application’s page.

NOTE!: only “pending” applications can be updated.

NOTE!: “active” applications can be edited by making them “pending” from the “User Page” using the “edit” option displayed for each application listed under “Active applications”

Password reset

If you need to reset the password to your account, please access

<http://registration.umfiasi.ro/signup> and enter your email address. The page will display an error message “e-mail address is already in use” and a link “RESEND” which you can click to receive the “username” and “password” that can be used to access your account.

Support

Should you encounter any problems during the registration/submission process, please contact our support team at: registration@mail.umfiasi.ro